

TO: All Historic Preservation Commission Applicants

FROM: David G. Blick  
Chairman, Historic Preservation Commission

SUBJECT: The Application Process

The attached application indicates that you are planning a project in the historic district which requires HPC review. To make the review as expeditious as possible, we are now **requiring** that all applicants meet with Donna Hole, Chief of Historic Preservation, **before** submitting an application. We want to make sure that your application is complete and that you are aware of historic district guidelines as they apply to your project before you make 13 copies and before the packets are distributed to the HPC.

**APPLICATIONS WILL NOT BE ACCEPTED THAT HAVE NOT FIRST BEEN REVIEWED BY THE CHIEF OF HISTORIC PRESERVATION.**

Thank you for your cooperation, and we look forward to working with you.

## **GUIDELINES FOR FILING HISTORIC PRESERVATION COMMISSION APPLICATIONS**

Extract from Annapolis City Code:

### **21.62.070 Certificate of Approval**

Before a person may undertake the construction, alteration, reconstruction, rehabilitation, restoration, moving, or demolition of a designated landmark, site, or structure, or a site or structure within a designated historic district, if any exterior change is made which would affect the historic, archaeological, architectural, or cultural significance of a site or structure within a designated district or a designated landmark, site, or structure any portion of which is visible or intended to be visible from a public way, the person, individual, firm, or corporation proposing to make the construction or change shall file an application for a Certificate of Approval with the Commission for permission to construct, alter, rehabilitate, restore, reconstruct, move, or demolish the landmark, site, or structure.

### **21.62.100 Application Review**

A. In reviewing applications, the Commission shall give consideration to the historic, cultural, archaeological, or architectural significance of the landmark, site, or structure and its relationship to the historic, cultural, archaeological, or architectural significance of the surrounding area; the relationship of the exterior architectural features of a landmark, site, or structure to the remainder of the landmark, site, or structure and to the surrounding area; the general compatibility of proposed exterior design, scale, proportion, arrangement, texture, and materials to the landmark, site, or structure and to the surrounding area; and any other factors including aesthetic factors which the Commission deems to be pertinent.

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Applicants need to be aware that changes and alterations are construed to mean any deviation from the original structure or part of the building. ANY change in location, material, and/or size would require approval of the Commission. Any new lettering on an existing sign is a change, and requires staff approval. Replacement in kind is construed to mean exact replacement, including but not limited to size, shape, material, texture, and method of attachment. The replacement item cannot merely look like the original, it must duplicate it exactly in all specifications. Any contemplated deviation from the approval granted by the Commission requires a re-submission to the Commission, even if a change is required by another City Department.

Please do not hesitate to contact the historic preservation staff to the Commission if you have any questions.

## GENERAL INFORMATION

Pursuant to Section 17.12.030 of the Annapolis City Code, alterations costing less than \$100.00 do not require a building permit. However, this does not exempt persons from obtaining a Certificate of Approval from the Historic Preservation Commission.

**APPLICANTS PLEASE NOTE: WORK MAY NOT BEGIN UNTIL AFTER RECEIPT OF THE CERTIFICATE OF APPROVAL, AND THE ISSUANCE OF A BUILDING PERMIT.**

If you submit any additional material, clarifications, or addendum to your application, please mark all material with the applicant's name, address, and date.

**FILING FEE (Make check payable to "City of Annapolis"):**

\$ 0 - \$ 249.00	-	\$ 20.00
\$ 250.00 - \$2,499.00	-	\$ 50.00
\$2,500.00 - More	-	\$100.00

### APPLICANT MUST SUBMIT:

Original (master packet) and thirteen (13) sets of each of the following items:

1. Application for Certificate of Approval;
2. Building Permit Application, Sign Application, Fence Application, Curb Cut Application, Application for Demolition, and/or Application for Tree Removal;
3. Photographs (4" x 6" prints) clearly showing the building and the sections (s) to be altered;

(a) All original photographs shall be mounted on 8-1/2" x 11" white paper, and clearly identified.

(b) Photocopies of the photographs may be used in the remaining thirteen packets.

4. A site plan to scale indicating property lines and lot dimensions, adjacent streets and curb cuts, existing structures and locations for all existing and proposed exterior signs; and

5. Drawings and plans of the proposed alteration or improvement that meet the following requirements:

(a) **Minor Alterations:** (shutters, light fixtures, etc.)

Brief description, including sizes, type of material (wood, metal, asphalt, etc.) and/or pictures from the builder's catalogues. Drawings and plans may be substituted for this brief description. Drawings shall be clear, well marked and show all dimensions. Dimensions must be exact and not estimated. All drawings and plans must be **folded**, NOT ROLLED.

Drawings must be to scale (1/4" to 1'), dimensions must be exact, not estimated.

(b) **Major Alterations and Improvements:**

Drawings and plans must include all elevations visible from a public way, including dimensions and notes describing the materials. Drawings shall be clear and well marked. All drawings and plans must be **folded**, NOT ROLLED.

Drawings must be to scale (1/4" to 1'), dimensions must be exact, not estimated.

***"BUILDING TOWARDS THE FOURTH CENTURY: ANNAPOLIS HISTORIC DISTRICT DESIGN MANUAL"*** may be purchased from the historic preservation staff for \$15.00.

(c) **Demolition:**

Applications shall include information, plans, and a schedule for the treatment and improvement of the created space.

(d) **Signs:**

- (1) A site plan to scale indicating property lines and lot dimensions, adjacent streets and curb cuts, existing structures and locations for all existing and proposed exterior signs.
- (2) An indexed list corresponding to the site plan for all signs on the property (size - length x height); whether single or double faced.
- (3) Current photographs of the site with all signs clearly visible.
- (4) Indicate if any signs are to be removed as a result of the application.
- (5) Include the typeface of the signs proposed.
- (6) A layout of the proposed sign is required with the application. Location of the sign on the building must also be shown. Please refer to the sample drawing on page 5.

In order for the sign to receive ZONING approval, all of the information required must be provided for all businesses (not just your own) which are located on the same zoning lot as your business.

**FOR FURTHER INFORMATION:**

Please call historic preservation staff to the Commission at 410-263-7941.

**SCHEDULE OF MEETINGS:**

Regular meetings are held on the **2nd Tuesday of each month, at 7:30 p.m.**, in the City Council Chamber, 160 Duke of Gloucester Street, Annapolis, Maryland. The applicant or his/her agent must attend. Otherwise, if there

are questions, the application can be ruled as incomplete and no action will be taken.

**FILING DEADLINE:**

Complete applications must be filed 25 DAYS PRIOR TO THE MEETING. (See attached schedule)

The applicant will be given written comments 11 days before the hearing and may:

- (a) elect to withdraw the application;
- (b) proceed without change; or
- (c) modify the application.

Should the applicant elect to modify the application, the amended plans must be submitted WITHIN SEVEN DAYS.

**CERTIFICATES OF APPROVAL OR REJECTION:**

Certificates of Approval or Rejection will be mailed within one (1) week of the meeting to the persons listed in Section 1 of the application.

Building permits for the work approved are required for all work over \$100.00. Please call the Inspections and Permits office (263-7946) to inquire about your permit. Approval of the application by the Historic Preservation Commission does not relieve the applicant from the responsibility of obtaining a permit for work approved.

**SAMPLE DRAWING FOR SIGN APPLICATION**

The following information is required by the Department of Planning and Zoning in order to process sign applications (see sample below):

1. A site plan to scale indicating property lines and lot dimensions, adjacent streets and curb cuts, existing structures, and locations of ALL existing proposed exterior signs.
2. An indexed list corresponding to the site plan indicating for ALL signs:  
  
size (length by height)  
whether single faced (s/f) or double faced (d/f)
3. Current photographs of the site with ALL signs clearly visible (Polaroids are satisfactory).
4. If any signs are to be removed as a result of the application, please indicate which.
5. On new applications, state the TYPEFACE of signs proposed. Submit copy of typeface desired.